

## **Part II: SRCS: Statewide Remote Circulation System Policies**

### **1.0 Definitions**

- 1.1 SRCS is a system through which a library user places an unmediated interlibrary loan request to obtain material from a library other than his/her home library.
- 1.2 Materials are specific, identified, returnable items in any format in library collections (e.g., books and audio/visual items). Individual libraries may not lend all formats.
- 1.3 Providing SRCS service free of charge fulfills the Indiana Standards for Public Libraries requirement to provide interlibrary loan.

### **2.0 Purpose**

- 2.1 The purpose of an unmediated interlibrary loan is to obtain, upon request of a library user, returnable material not available in the user's local library.

### **3.0 Scope**

- 3.1 These policies regulate the exchange of material between libraries in the State of Indiana that participate in the Statewide Remote Circulation System (SRCS).

### **4.0 Responsibilities of the Library User (User)**

- 4.1 Must hold a valid library card from a participating Indiana home library.
- 4.2 Must be flagged in their home library system as being in "good standing." Users whose library cards are "blocked" or "barred" will not be allowed to place requests until their card privileges are restored.
- 4.3 Must be authorized to log in and use the SRCS system.
- 4.4 Must return the materials to the library where they were picked up.
- 4.5 May have a maximum of 20 unfilled holds in the system.
- 4.6 Must accept the responsibility to pay for any loss or damage to borrowed materials.

### **5.0 Responsibilities of All Participating Libraries**

- 5.1 Subscribe to at least one-day-a-week service of InfoExpress.

- 5.2 Provide a contact person who can work with the vendor to load or map their data with the SRCS vendor.
- 5.3 Must agree to loan materials housed in the library's general, circulating collection.
- 5.4 Provide staff to respond to SRCS requests in a timely fashion.
- 5.5 Loan materials free of charge for a minimum of 21 days, with two (2) renewals.
- 5.6 Honor the due date and enforce any use restrictions specified by the supplying library. The due date is defined as the date the material is due to be checked in at the home library for return to the supplying library.
- 5.7 Agree that charges for lost or damaged materials may not exceed those charged to the library's regular users.

## **6.0 Responsibilities of the Supplying Library**

- 6.1 Provide staff to respond to SRCS requests in a timely fashion.
- 6.2 Loan materials for a minimum of 21 days, with two (2) renewals. The loan period begins when materials are checked out by the user, not when checked out in the supplying library's system.
- 6.3 Agree not to levy daily fines for interlibrary loan materials supplied through SRCS.
- 6.4 Agree that charges for lost or damaged materials may not exceed those charged to the library's regular users.
- 6.5 Provide a contact person to work with the user's home library in the event materials are lost or damaged.
- 6.6 Recalls are allowed, but not encouraged.

## **7.0 Responsibilities of the User's Home Library (Requesting Library)**

- 7.1 Receive and check in all requested materials.
- 7.2 Notify patron and place on hold shelf.
- 7.3 Allow users a minimum of one week after notification to pick up items.
- 7.4 Individual libraries may impose a fee for failure to pick up a hold.

- 7.5 Check out requested materials, provided that the user's card is not “blocked” or “barred” in the local ILS.
- 7.6 Check in and prepare returned materials for shipping to supplying library in a timely fashion.
- 7.7 Provide a contact person to work with the supplying library in the event materials are lost or damaged.

